

WINWICK

*Best Kept Village
in Cheshire – 2000*

C/o Winwick Leisure Centre
Myddleton Lane
Winwick
Warrington
WA2 8LQ



PARISH COUNCIL

Clerk to the Council:
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20 April 2022

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 26 April 2022 at 7.30 pm.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

- 1. Apologies for Absence**
- 2. Code of Conduct - Declarations of Interest**

Members are reminded of their responsibility to declare any disclosable pecuniary or non pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

The Clerk is available prior to the meeting to give advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. The Clerk can advise on the Code and its interpretation, but the decision to declare, or not, is the responsibility of the individual Member based on the particular circumstances.

- 3. Minutes**

To confirm the minutes of the Meeting of the Parish Council held on 22 March 2022.

- 4. Updates on Issues from Previous Meetings**
- 5. Question Time for Electors**
- 6. Written Motions Received**

- 7. Police / Community Issues**
- 8. Correspondence**
- 9. Planning Matters**
- 10. Finance Officer's Report**
- 11. Reports from Parish Council Committees**
 - Management Committee – 12 April 2022
- 12. Reports from Approved Outside Bodies**
- 13. Ward Reports / Updates**
 - Houghton Green Ward
(Councillors D Friend, G Friend, McGinn, Warnock-Smith)
 - Peel Hall Ward
(Councillors A Abbey, E Abbey and Pitt)
 - Winwick Ward
(Councillors Herron, Iddon and Mitchell)
- 14. Date and Time of Next Meeting**
 - Winwick Parish Assembly - Tuesday, 24 May 2022 at 7.00pm
 - Annual Council Meeting - Tuesday, 24 May 2022 at 7.30pm
- 15. Chairman to move to Part 2**

Part 2

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Council may, by resolution, exclude the public (and press) from the following part of the meeting on the basis that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution (including the need to receive or consider recommendations or advice from sources other than members, committees or sub-committees) and arising from the nature of that business or of the proceedings.

- 16. Finance Officer's / Clerk's Report – Confidential Matters**

Winwick Parish Council
Minutes of the Meeting held on 22 March 2022

Present: Councillors D Friend (Chair), G Friend, J Herron, A Iddon, F McGinn, and A Warnock-Smith.

WPC.156 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors A Abbey, E Abbey, C Mitchell and J Pitt. Apologies were also submitted on behalf of Clare Jones, Operations and Finance Officer.

WPC.157 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.158 Minutes

Decision – That the Minutes of the meeting held on 22 February 2022 be agreed and be signed by the Chair as a correct record.

WPC.159 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions had been completed or were progressing, although a small number of outstanding matters still remained. A number of issues would be progressed in time for the Annual Council Meeting. Completed actions, denoted by a solid green bullet or reported verbally today, would be removed from the schedule when published for the next meeting.

Clare Jones, Operations and Finance Officer, had submitted a written update in advance of the meeting which referred to the following matters:

- Action 8 (Tommys) – Ms Jones had made contact with Mr Seddon (Royal British Legion) and would speak to him when she returned to work.
- Action 10 (Permissions for New Benches) – No progress had been made on this item.
- Action 11 (Playground Repairs) – Repairs had been completed on Thursday 18 March 2022.
- Action 12 (Electoral Roll) – Further information was required about what data the Councillors required (voters/ households, etc) so that details could be presented accordingly.
- Action 13 (50th Anniversary Celebrations) – Further information was provided elsewhere on the Agenda. A meeting between Ms Jones, Councillor Herron and Mrs Matthews would be held on 28 March 2022 at 4pm or 4.30pm
- Action 14 (Commemorative Queen's Platinum Jubilee Tree) – The Silver Birch tree was now in place. A decision was required on whether to instal a plaque or provide an inscription on the bench closest to the tree. (The bench was due to be repaired by the arboriculturist company and a date was awaited).

- Actions 16 and 17 (Litter Picker Agreements) – Amended draft contracts were provided elsewhere on the Agenda.

In respect of Action 10 (Permissions for New Benches), it was understood that the land at Hermitage Green belonged to the Parish Council and that no other permissions would be required. One resident had expressed a preference for the bench to be positioned on the site of the former telephone box. However, others were in favour of siting the bench on the raised section of the Green.

In connection with Action 9 (Rectory Lane Street Name Sign), it was reported that the sign had now been reinstated.

Regarding Action 14 (Commemorative Queen's Platinum Jubilee Tree), Members were informed that the broken bench had been taped off. However, it was suggested that the bench be removed entirely before the Easter holidays to prevent unauthorised use and possible injury. Members expressed a preference for an inscription or plaque to be provided on the bench. Members were informed that Sue Gordon (Governor and Eco-Lead at Winwick CE Primary School) had written to the Council on behalf of the School's Eco Committee to ask if the children could plant a tree to replace the felled Ash tree. This would support the school's bid for an Eco Award. It was suggested that the children could plant a tree near to the shop.

In respect of Action 15 (Broken Street Light, Greenwood Pub), the matter had not yet been reported to Warrington Borough Council. However, it was understood that the issue was made more complicated by the fact that the lamp was located on a private building. Councillor McGinn agreed to report the matter directly via the My Warrington website.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To approve the provision of an inscription or plaque to commemorate Queen's Platinum Jubilee to be provided on the bench closest to the new Silver Birch tree.
- (3) To request that the Clerk write to Sue Gordon at Winwick CE Primary School to indicate that the Council would be happy agree to the school planting a tree on the Playing Fields and will work with them to identify a suitable location.

WPC.160 Question Time for Electors

There was one member of the public present at the meeting.

Queen's Platinum Jubilee

A Member of the public enquired if there were any jubilee events taking place in the village.

Response: Councillor Herron reported that there would be something the Leisure Centre on Thursday or Sunday. A wedding had been booked at the Centre over Friday and Saturday. It was likely that the Council's event would take the form of a tea party or picnic. The member of the public asked about the procedure for arranging road closures. Councillors noted that road closures were the responsibility of Warrington Borough Council. The Clerk reported that there was likely to be some advice on the Borough's website. Experience from other authorities was that formal road closures might not be required provided that the road was not a main route. The member of the public indicated that the road in question was Waterworks Lane and that it had proved difficult to carry out a road closure for the recent VE Day 75th Anniversary. The Clerk undertook to seek what information was available on road closures and report back at the next meeting. Councillor Herron agreed to speak to Mrs Kilgannon (Leisure Centre) about a Parish event, but the current focus was on the Centre's 50th Anniversary event.

Policing

A Member of the public mentioned that PCSO Neil Brown was due to leave shortly. She asked if there was a procedure to enable her to complain or if the Parish Council could intervene. Overall, there appeared to be a lack of visible Police presence, although it was noted that the PCSO did attend regular surgeries. She felt that people passing through the village were often 'up to no good'. The resident was also disappointed that it had proved difficult to obtain approval for a smiley face speed sign being sited on Waterworks Lane.

Response: Councillor G Friend indicated that PCSOs were unlikely to be replaced as the Police and Crime Commissioner favoured more Police Constables. Councillor Warnock-Smith advised that there was a consultation taken place on the Police and Crime Plan to which the public could respond. The Clerk commented that some parishes funded, or part funded, PCSO posts. However, Councillor G Friend reported that this type of arrangement had now ended. Other PCSOs in neighbouring Parishes were also thought to be leaving. Councillor Iddon commented that Winwick was no longer a quiet village, but lay at the centre of several busy routes. The Chair indicated that the days of the village policeman had gone. Non-emergency issues should be reported via 101.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To request the Clerk to see what guidance was available regarding the arrangements required for street parties and road closures for the Queen's Platinum Jubilee.

WPC.161 Written Motions Received

There were no written motions submitted on this occasion.

WPC.162 Police / Community Issues

A member of the public asked if the dates of Parish Council meetings were publicised via Facebook. The Clerk responded that meeting dates were posted on the Council's website, rather than Facebook.

Written reports were provided by PCSOs Neil Brown (Winwick Ward) and Dean Pritchard (Peel Hall/Houghton Green Wards) for February/March 2022.

Winwick Ward

- PCSO Brown had been carrying out high visibility patrols on Winwick Park due to recent theft from vehicles.
- The PCSO had been working with residents about HGVs coming down Golborne Road and was hoping to get an official lorry-watch scheme in place.
- A knife had been handed in to the PCSO which had been found in the area.
- The PCSO had dealt with an aggressive sales person who did not like being told 'No'. CCTV from locations had been collected and further investigations were being undertaken.
- Off road bikes had been reported on Parkside Road causing damage to crops. Police were trying to get more information about where the bikes were coming from and were liaising with the off road bike team with a view to deployment to the area when possible to nip this in the bud before spring/summer came along.
- The PCSO had been holding surgeries at the Winwick Leisure Centre, so people could access him easily to report any concerns.
- Speed enforcement had been carried out on Hollins Lane, catching 2 vehicles.
- The PCSO had undertaken a few house visits on Falcondale Road after a recent attempted break-in, offering reassurance to the area and supplying security advice.

Peel Hall/Houghton Green Wards

In total, there had been 169 incidents recorded across the Borough Council's Poplars and Hulme Ward, which included the Parish's Peel Hall Ward. A pie-chart was included in the report, which showed the percentages of each type of crime recorded. The most frequent incidents at repeat locations within the Borough ward were as follows:

- Crime (97);
- Traffic (71);
- Domestic (46);
- Concern for safety (39);
- Anti-social behavior (24); and
- Missing Person (22)

Other Police Activity (some outside of Winwick)

- Super Cucooning/Care home visits
- St Andrews School Parking Visibility
- Helping hands - Afghan family food request (Various dates)
- E-mail to Fire Service regarding Windermere fires (partnership)
- Trucam Blackbrook Avenue
- Niche Task (various dates)
- Beat Training (various dates)
- Burglary - Super Cocooning Hallfields Road/Long Lane
- Niche Tasks/Remedy Referral – Neighbour issues (Mill Lane)
- Niche Tasks, Super Cucooning (Burglary) - Buttermere Crescent
- SelectaDNA Buttermere Crescent/ SOTW Martin Avenue
- Keys for Tier2 Radley Common
- PST
- PST/Training courses online
- Call backs/Niche

Decision – To note the report on Police and community issues submitted.

WPC.163 Correspondence

The following items were reported:-

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 18/02/22, 10/03/22 and 15/03/22
2. E-mails and reminders from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 18 and 25 February and 4 and 11 March 2022 – 18/02/22, 23/02/22, 25/02/22(x2), 04/03/22, 08/03/22 and 11/03/22
3. E-mail from PCSO Neil Brown requesting the Council to promote on its website a link to the Constabulary's website regarding the Cheshire Police's residents survey – 24/02/22
4. E-mail on behalf of John Dwyer, Police and Crime Commissioner for Cheshire, enclosing the latest Stakeholder Bulletin for February 2022 – 25/02/22
5. E-mail from resident, BT, providing a progress report on the funding raised regarding 'Flying the Flag for Ukraine' - around £700 in just a few days; highlighting the floral flag at St Oswald's Church; indicating the launch of a Just Giving page for secure donations / Gift Aid; offering to provide a link for promotion on the local Facebook pages; and seeking support for possible campaign in conjunction with Winwick CE Primary School to collect baby milk powder for Ukrainian families displaced by the conflict – 07/03/22

6. E-mails from the Stop HS2 (North) Team seeking to raise awareness of a coordinated campaign and, to highlight the HS2 2b Crewe – Manchester Environmental Statement Consultation – 04/03/22 and 07/03/22
7. E-mail from PCSO Dean Pritchard enquiring if Members and officers knew of anyone in the area who would be interested in becoming a Neighbourhood watch co-ordinator – 05/03/22
8. E-mail from, AC, a regular customer for field lettings, expressing disappointment at the price rises for 2022/23 for the hire of Myddleton Lane Playing Fields and listing a number of issues with the maintenance and management of the playing fields and the facilities available – 10/03/22
9. E-mail on behalf of John Dwyer, Police and Crime Commissioner for Cheshire, about a survey around the safety of women in public places, with a view to informing future funding bids – 11/03/22
10. E-mail from a resident, AG, providing contact details for Rod King of the 20's Plenty road safety campaign – 14/03/22
11. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Cloudy IT – technology based solutions;
 - geViews – Planters;
 - Kompan – outdoor play and fitness equipment;
 - Myparishcouncil – website design; and
 - Nemesis Pyrotechnics Limited – firework displays
12. E-mails from Craig King, Cheshire Pension Fund, about Monthly Interfacing – 15/03/22
13. E-mail from Helen Buckley, Clerk & RFO, Croft Parish Council, seeking advice on lettings for their playing field – 16/03/22
14. Flyer from resident, BT, about a forthcoming Winwick Litter Network Event due to be held at 7.30pm, on Thursday 12 May 2022, at the Leisure Centre – 15/03/22.
15. E-mail from Mike Matthews, who had been appointed as governor on the Winwick Educational Foundation, about the future of the Trust – 13/03/22

In respect of Item 8 – Complaint, Councillor Herron asked for a copy of the correspondence. The Clerk reported that the complainant held fitness sessions on the playing fields. Although the main complaint was about the price increases for lettings, the complainant had mentioned issues such as the maintenance of the field, control of dogs and lack of an electrical supply.

In connection with Item 14 – Litter Network Event, it was agreed to post the notice on Parish boards around 2 weeks before the event.

Regarding Item 15 – Winwick Educational Foundation, the Clerk reported that the governors wished to wind up the Trust. The Trust was currently administered by FDR Law, but the firm was looking to step back from this role. Mr Matthews had suggested that the Parish Council might be in a position to take on this work. However, in the absence of the Operations and Finance Officer further consideration would be required to understand what this might entail and any associated risks.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) To report back at a future meeting on the issue at Item 15 – Winwick Educational Foundation.

WPC.164 Planning Matters

General Correspondence

Nil

Domestic Planning Applications

1. Application reference: 2022/41056
Location: 99, Browning Drive, Winwick, Warrington, WA2 8XL
Description of development: Proposed single storey extension to rear to extend beyond the rear wall by 6.24m to a maximum height 2.73m and height at the eaves 2.40m
2. Application reference: 2022/41023
Location: 197, Myddleton Lane, Winwick, Warrington, WA2 0RL
Description of development: Alterations to window and door apertures to front and rear elevations. Application of new render to ground floor front elevation.

Non-Domestic Planning Applications

Nil

Decision - To note the planning matters submitted to the Parish Council.

WPC.165 Finance Officer's Report

Members considered a report of Clare Jones, Operations and Finance Officer, on a number of financial issues, which are set out below.

Budget Review 2021/22

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date for both the Leisure Centre and Parish Council as at 28 February 2022.

In February, £12.6k of income had been received through the Leisure Centre. The Centre was showing a £0.4k profit for February (with the quarterly bill for water usage taken out).

The year-to-date figure showed a profit of £5.8k and March appeared to have started off in a strong position. Members noted that bar take often dipped at this time of year, but that lettings remained strong.

There had been £5.2k of expenditure against the precept in February and the Council currently had £27.2k of the £124.2k precept remaining.

Additional Items

1) Tommys

The air force and naval statues were not currently listed on the Royal British Legion (RBL) website and offices had been unable to source other suppliers via RAF/ Navy websites. A request had been submitted to RBL for information as to whether it could still supply those types of figures.

2) Item updates

- a) Wicksteeds – The playground contractors had been contacted regarding repairs and confirmation had been received on 3 February 2022 that the work would be undertaken with a 6-8 week lead in time. The works had now been completed (Minute WPC.159 refers).
- b) Tree issues – The Ash tree had been removed on 3 and 4 March 2022. The grounds where machinery had been utilised would need tending to once the weather dried up sufficiently. The adjacent bench needed to be replaced due to damage from a falling branch. It was recommended that this bench be used as the location of the jubilee plaque to accompany the Silver Birch tree that was being planted (Minute WPC.159(2) refers).
- c) Jubilee Silver Birch Tree – The tree had been planted on 16 March 2022.
- d) Smiley Face Traffic Monitors – Costs were £2,809.00 ex vat (£3,370.80 including vat). The price included the sign, battery charger, data terminal, tripod and carriage. Funding was available through the Police and Crime Commissioner (PCC) Grant, with a £5k maximum, but all applications had to be match funded, so the Council could only apply for half of the total cost. Paperwork would be obtainable from 1 April to proceed with this if Councillors were happy with the £1,685.40 (including VAT) of expenditure.

Members commented that this matter needed to be progressed. It was understood that the police managed the operational issues regarding the equipment.

e) Leisure Centre 50th Anniversary Event – A detailed report on the proposals for the event scheduled for 29 April 2022 were provided, which included the following information:-

- Kids Party (4.30pm – 6.30pm) – Estimated costs: £140.00;
- Adults Party (7.30pm – 11pm) – Estimated costs £1,500.00;
- Entertainment planned;
- Ticket costs and event capacity;
- Staffing requirements;
- Plaque wording;
- Invitation wording;
- Decorations (Backdrop, bunting, balloons, table balloons and tablecloths);
- Guest list; and
- Project plan.

Members were informed that a nominal ticket cost of 50p would be charged for the children's party in order to control the numbers being admitted. The Chair indicated that the event would need to be advertised soon. Councillor Herron confirmed that the guest list had been finalised with former councillors and their family and friends and other villagers being invited to attend. Invitations could be delivered by hand to minimise costs.

Councillor Iddon suggested adding key community figures to the list, including the coordinators of the Winwick Litter Network and Paul McMahon from Winwick Athletic FC. Councillor Herron noted that there should be sufficient places, even though the capacity was limited to 100 guests. It was hoped that a 'generous' buffet for 60-70 people would provide enough food for all guests. A closing date for responses to invitations would be set 2 weeks after distribution to enable any unallocated tickets to be offered to the wider Parish community.

It was reported that the original commemorative plaque was being replaced because it had previously suffered some damage. Councillor G Friend enquired about the wording on the new plaque which said 'presented to...'. It was suggested that this could be amended to 'rededicated by...' or the simply 'celebrated on DATE' with Mr Walters name being omitted.

Payments made since the report prepared for the Management Committee meeting of 8 March 2022

Direct debit Leisure Centre		
10-Mar-22	BT GROUP PLC	£245.76
08-Mar-22	SCOTTISHPOWER	£999.00
28-Feb-22	WBC NNDR	£800.00
Direct debit Parish		
10-Mar-22	BARCLAYCARD	£157.49
07-Mar-22	PUBLIC WORKS LOANS	£1,233.12
03-Mar-22	XERO UK LTD	£31.20
Payments Leisure Centre		
14-Mar-22	Easyflow	£54.00
14-Mar-22	Concept Hygiene	£438.00
14-Mar-22	T & JT Barton	£649.49
07-Mar-22	Clear Brew	£129.60
07-Mar-22	T & JT Barton	£667.02
07-Mar-22	Water Plus Limited	£977.17
28-Feb-22	Maxigiene	£72.00
28-Feb-22	T & JT Barton	£133.65
28-Feb-22	Wigan Beer Co	£132.86
28-Feb-22	T & JT Barton	£1,755.28
28-Feb-22	Easyflow	£13.50
Payments Parish		
14-Mar-22	Service Care	£288.16
14-Mar-22	Protive security	£600.00
07-Mar-22	Wicksteed Leisure	£144.00
07-Mar-22	Service Care	£249.22
07-Mar-22	Chsh. Pension Fund	£199.81
07-Mar-22	DL Hannan	£95.00
28-Feb-22	Gardenia Gardens	£195.00
28-Feb-22	Service Care	£576.32
28-Feb-22	Styles	£444.00

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2021/22, work underway and payments made.
- (2) To agree to the funding of a smiley face speed monitor, subject to suitable grant funding being made available from the Police and Crime Commissioner for Cheshire.

- (3) That the wording on the new plaque for the Leisure Centre be amended by the deletion of the words 'presented to P Walters DMA MILGA' and with the insertion of the word 'celebrated'.

WPC.166 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 8 March 2022 were provided.

Members were informed that the draft contract of employment for the litter picker had now been updated to include sick pay arrangements and access to the Cheshire Pension Scheme. The issue of sickness was more complex as this would need to be considered as part of the Service Level Agreement (SLA) with Burtonwood and Westbrook Parish Council.

The Chair commented that bringing the Litter Picker Service in-house had initially been contemplated as a budget saving, but might not ultimately achieve that aim. Members noted that potential inflationary items, such as petrol, pensions and national insurance costs might need to be detailed further in the SLA.

Councillor Iddon questioned whether alternative models of operation had been considered, such as not providing a vehicle and relying on the Borough to remove the bagged waste from agreed collection points. However, this was not thought to be practical because the litter picker would still have to travel within the parish from one location to another.

The Litter Picker Service was thought to be valued by the public, along with the volunteers network.

Councillor Warnock-Smith commented that these issues had been debated before. The precept had been increased this year in order to fund bringing the litter picker in-house on the living wage. It would not be appropriate to back-track at this stage. The Parish should now seek to reach a formal agreement with Burtonwood and Westbrook. Councillor Herron indicated that Burtonwood and Westbrook would need to share the risk and cost of any sickness absence.

It was noted that fuel costs should be clarified as part of the vehicle lease arrangements.

Decision – To note the minutes of the Management Committee of 8 March 2022.

WPC.167 Ward Reports / Updates

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

No Members of the Peel Hall Ward were present this evening.

Winwick Ward

Councillor Herron indicated that he had spoken recently to representatives of Winwick CE Primary School who had asked for an update on the car park proposals. The issue was linked to the proposals at Action 6 of the Update Report (Agenda item 4) which referred to a possible 3G football pitch at the Leisure Centre. Further discussions were required with Paul McMahon of Winwick Athletic FC and with the Football Association (FA). The new facilities would need to be sited in the right place, which would inevitably have an impact on the potential location of any car park development. The school's representative had been informed that the Parish Council would need to consider the leisure facilities first, but would still try to accommodate the school.

The first step would be to carry out soil tests on the field in conjunction with Paul McMahon. Grants could be available for this work. The next step would then be to develop a more detailed plan. Following this, more thought could be given to the school car park request. A further meeting had been offered to the school which would include Councillors Herron and Mitchell and representatives of the FA.

Councillor McGinn enquired if the changing facilities at the Centre had been considered, which were in a poor state. Councillor Herron responded that these had not yet been considered, but it was acknowledged that they did require upgrading. Councillor Iddon commented that the whole project would cost a lot of money. She noted that a similar project in Culcheth had not been a success. Councillor Herron agreed that costs could be high, but anticipated that matched funding would be available through grants. The support of the community would be required for any changes and a structured plan could then be developed. It would be difficult to release parish land to external parties if there were other opportunities for its development. Councillor Iddon noted that the school was currently managing without additional car parking spaces. Councillor Herron added that the residents would probably resist giving any land away, but if the land remained in Council ownership it could let the school use it. The issue of a covenant on the land meant that it could not easily be disposed of.

Councillor G Friend asked if the Leisure Centre car park was ever full. Councillor Iddon responded that it was rarely full but could be for occasions such as funerals.

Councillor Herron summarised by stating that the process was on-going, but that it would take time to resolve all of the issues.

The Chair queried whether the school was currently full. It was understood that the school was oversubscribed.

Councillor Herron indicated that he had spoken to his contact about carving the felled Ash tree stump. A telephone response was expected later this week.

Councillor G Friend enquired if there were any problems with the school barrier system when closed, either from the point of view of parents or from the Centre.

Councillor Herron responded that there were some issues, but not from the Centre's perspective. The main problem was that the barrier had caused parking issues further down Myddleton Lane. Councillor Iddon commented that this happened close to all schools. The Chair noted that on-street parking was disruptive and potentially dangerous, but that parents had little choice. Members noted that the barrier system had only moved the existing problem further down Myddleton Lane and onto Waterworks Lane. Councillor Herron added that parking on the pavements had also become a problem. The Chair noted that some of the children came from Winwick Park, necessitating a car journey. Use of a minibus to pick up outlying children had been discussed previously, but not implemented. The use of St Oswald's Church car park was also a possibility. Parking around schools was not just a Winwick problem.

Decision – To note the reports and updates by ward councillors.

WPC.168 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 26 April 2022 at 7.30pm.

WPC.169 Exclusion of the Public (including the Press)

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

WPC.170 Finance Officer's / Clerk's Report - Confidential Matters

Members considered a report of the Operations and Finance Officer, which included the following matters:

- Debtors;
- Litter Picker – schedule of streets;
- Litter Picker – draft contract of employment; and
- Litter Picker – draft Agreement with Burtonwood and Westbrook Parish Council

Debtors

Information was provided on debts categorised in the ranges 30-89 days and over 90 days. Members noted that the majority of outstanding debts had now been paid.

Members considered the recommendation of the Management Committee to write off the fields letting debt in connection with invoice number 210206.

Litter Picker – Schedule of Streets

Members were informed that currently there was a weekly schedule of streets to be

picked, which provided for 2½ days in Burtonwood and Winwick and 2½ days in Winwick. The new schedule included a fortnightly pattern of picking, which also determined the order of the route. It was unclear whether the Litter Picker had yet commented upon the proposed schedule and some further refining might, therefore, be required. Councillor G Friend reported that the following streets were in fact in the Peel Hall Ward, not Houghton Green: Lockerbie Close, Coldstream Close and Ballater Drive. Members noted that most streets would be picked on a weekly basis according to the schedule, but that some were on a fortnightly rota. The Chair reported that the schedule could always be amended in the future in the light of experience.

Litter Picker – Draft Contract of Employment

A copy of an updated draft contract of employment for an in-house litter picker was provided. It was reported that sickness would mirror the policy at Warrington Borough Council. A section on pensions entitlement had also been included. Members pointed out that the document required renumbering, as numbers 7 and 8 were repeated and that the word 'Interim' could be deleted from the 'Clerk' reference in the section on signatures. The Clerk reported on the hourly rate currently paid to the employment agency, compared to the in-house rate of pay proposed.

Litter Picker – Draft Agreement with Burtonwood and Westbrook Parish Council

A copy of an updated draft agreement with Burtonwood and Westbrook Parish Council for the litter picker service was provided. The document now included the information about the responsibility for payments in the case of sickness absence.

Decision –

- (1) To note the confidential report of the Operations and Finance Officer, including the information on debtors and the draft litter picker schedule of streets, employment contract and service agreement.
- (2) To approve the writing off of the fields letting debt in relation to invoice number 210206.
- (3) To approve the schedule of streets for the litter picker route, subject to an amendment to show Lockerbie Close, Coldstream Close and Ballater Drive in the Pee Hall Ward, not Houghton Green.
- (4) To approve the Litter Picker – Draft Contract of Employment, subject to renumbering and the deletion of the word 'Interim' before 'Clerk' in Section 12.
- (5) To approve Litter Picker – Draft Agreement with Burtonwood and Westbrook Parish Council, and to authorise the Chair to sign the agreement when finalised.

WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2021/22

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To note the development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Commenced	
2	That the existing Code of Conduct be re-adopted and that Officers be requested to review the Code to consider whether there was a need to align it with the new Model Code provided by the Local Government Association.	WPC.7	18/05/21	Clerk/ Finance Officer	-	-	In progress	
3	To reaffirm that the Clerk, in consultation with the Chair, be authorised to continue to work on the 2018 Edition of the NALC Model Standing Orders and to complete those sections where local choice was required, so as to make available revised Standing Orders for consideration by the Council as soon as possible.	WPC.8(1)	18/05/21	Clerk	-	-	In progress	
4	To agree, in principle, to the siting of litter bin on Winwick Park roundabout, subject to consideration of the land ownership issue.	WPC.38	22/06/21	Clerk	-	-	Enquiries made on 02/08/21 and a response dated 13/08/21 appears to indicate that the land in question may be WBC Leisure Land. The land does not appear to be WBC Adopted Highway. The matter will be pursued further with Dave Cotterill, WBC	
5	To request an update as to progress on the 3G pitch proposals at each meeting.	WPC.108(3)	23/11/21	Councillors Mitchell & Herron	-	-	In progress. Councillor Herron has provided regular updates.	

Agenda Item 4

6	To request the Clerk to draft an advert for a Footpath Warden and to seek a contact at Warrington Borough Council, prior to the next meeting of Council on 22 February 2022.	WPC.127(2)	25/01/22	Clerk	-	-	Work is on-going to develop a suitable job description for advertisement. Potentially this task could be undertaken in conjunction with Winwick Litter Network	
7	To request officers to continue to look into the provision of a permanent Tommy at Hermitage Green.	WPC.127(4)	25/01/22	Clerk/ Operations and Finance Officer	-	-	In progress, but currently unable to source particular variants. A further report will be provided if the situation changes	
8	To request the officers to look into what permissions would be required to site a commemorative bench at Hermitage Green.	WPC.128(3)	25/01/22	Clerk/ Operations and Finance Officer	-	-	No additional permissions are required, but consultation with residents may be advisable	
9	To approve the repairs to the playground equipment as identified in the inspection report.	WPC.133(2)	25/01/22	Operations and Finance Officer	-	-	Completed	
10	To request officers to obtain a copy of the electoral roll for Winwick Parish and other relevant information to seek to inform a decision about whether the Council should request a community governance review.	WPC.134(2)	25/01/22	Clerk/ Operations and Finance Officer	-	-	Electoral roll received. Work completed to provide litter picker route. Information on numbers of electors for each ward can be easily ascertained if required for the proposed Community Governance Review	
11	To approve the establishment of a Working Group comprising the three Winwick Ward Councillors, a small group of residents and the Operations and Finance Officer, to develop proposals for the 50th anniversary of the opening of the Leisure Centre.	WPC.135(2)	25/01/22	Operations and Finance Officer	-	-	Planning for the event has been completed, with the event due to take place on 29 April 2022.	

Agenda Item 4

12	To approve the planting of a Silver Birch tree to commemorate the Queen's Platinum Jubilee, replacing the felled Ash tree on Myddleton Lane Playing Fields.	WPC.149(2)	22/02/22	Operations and Finance Officer	-	-	Completed	
13	To request that the Clerk write to Warrington Borough Council to ask that the broken street light on the walkway to the rear of the Greenwood Pub, on Greenwood Crescent be repaired.	WPC.152(2)	22/02/22	Clerk	-	-	The matter has been reported via the My Warrington website	
14	To approve the Litter Picker – Draft Contract of Employment, in principle, subject additional paragraphs being added in relation to admission to the Cheshire Pension Scheme and sick pay arrangements to mirror Warrington Borough Council.	WPC.155(2)	22/02/22	Operations and Finance Officer	-	-	Final draft approved on 22/03/22	
15	To approve Litter Picker – Draft Agreement with Burtonwood and Westbrook Parish Council, in principle, subject to any adjustments required as a result of (2) above.	WPC.155(3)	22/02/22	Operations and Finance Officer	-	-	Final draft approved on 22/03/22	
16	To approve the provision of an inscription or plaque to commemorate Queen's Platinum Jubilee to be provided on the bench closest to the new Silver Birch tree.	WPC.159(2)	22/03/22	Operations and Finance Officer	-	-	In progress	
17	To request that the Clerk write to Sue Gordon at	WPC.159(3)	22/03/22	Clerk	-	-	A response has been sent and discussions will take place as	

Agenda Item 4

	Winwick CE Primary School to indicate that the Council would be happy agree to the school planting a tree on the Playing Fields and will work with them to identify a suitable location.						necessary. Any formal firm proposals will be reported back to council for approval.	
18	To request the Clerk to see what guidance was available regarding the arrangements required for street parties and road closures for the Queen's Platinum Jubilee.	WPC.160(2)	22/03/22	Clerk	-	-	Guidance is available on WBC's website as follows: https://www.warrington.gov.uk/street-party-guidance Details have been texted to the original enquirer's husband	
19	To report back at a future meeting on the issue at Item 15 – Winwick Educational Foundation.	WPC.163(2)	22/03/22	Clerk	-	-	Mr Matthews (Trustee) will be invited to attend a suitable meeting. The Council may wish to continue to authorise his appointment to this body.	
20	To agree to the funding of a smiley face speed monitor, subject to suitable grant funding being made available from the Police and Crime Commissioner for Cheshire.	WPC.165(2)	22/03/22	Operations and Finance Officer	-	-	In progress	
21	That the wording on the new plaque for the Leisure Centre be amended by the deletion of the words 'presented to P Walters DMA MILGA' and with the insertion of the word 'celebrated'.	WPC.165(3)	22/03/22	Operations and Finance Officer	-	-	In progress	
22	To approve the writing off of the fields letting debt in relation to invoice number 210206.	WPC.170(2)	22/03/22	Operations and Finance Officer	-	-	Completed	

23	To approve the schedule of streets for the litter picker route, subject to an amendment to show Lockerbie Close, Coldstream Close and Ballater Drive in the Pee Hall Ward, not Houghton Green.	WPC.170(3)	22/03/22	Operations and Finance Officer	-	-	In progress	
24	To approve the Litter Picker – Draft Contract of Employment, subject to renumbering and the deletion of the word ‘Interim’ before ‘Clerk’ in Section 12.	WPC.170(4)	22/03/22	Operations and Finance Officer	-	-	In progress	
25	To approve Litter Picker – Draft Agreement with Burtonwood and Westbrook Parish Council, and to authorise the Chair to sign the agreement when finalised.	WPC.170(5)	22/03/22	Operations and Finance Officer	-	-	In progress	

Progress Legend

-  Completed
-  Progressing to target
-  Early progress / just started
-  Not started (lower priority)
-  Complete – Immediate review programmed
-  Issues (exception)

Version 10.0 - (Final) – 20/04/22

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Monthly Report April 2022

First off all I would like to apologise for the short report I have had a week's leave then got Covid, so I have only been in a handful of days this month.

Secondly this will be my last report as when I was off I got given a start date to join Cheshire Constabulary as a PC so I will be leaving my role as a PCSO. I have enjoyed my time a PCSO and working with you all to try and make the area a better and safer place to live, these almost 5years have flown by and I wish you all the best for the future.

I don't know who will be taking over from myself, so for the time being I will leave my Sgts email address so if you have any enquiries or any advice: Neil.bradley@cheshire.police.uk

Burtonwood

- As we all know the CO-OP had been robbed where the offenders made off, I was involved with the CCTV and house to house in the location tracking where the offenders went. Still currently under investigation.
- ASB on Gorsey Lane park during the late hours of the evening, patrols have been to the location while I have been absent and been attention to deter this from happening and increasing especially with the nicer weather coming.
- Reports of speeding on Chapel lane, I have asked if we can get the SID in the location to get a better understanding of the issue, and act from there.

They are the main things that have been reported to myself during the month, other than this in my absence I have asked colleagues to show some visibility in the area.

Winwick.

- I have been working with residents and member of highways to get the Winwick Lorry scheme up and going, I am currently already sending offending HGVs warning letters about using Golborne Road.
- I have attended Winwick Primary to speak to staff about any issues they might be having.
- There has been another attempt theft of vehicle on Winwick Park, 2 males caught on CCTV. Currently still under investigation.
- We are getting a lot of calls from an address on Hollins Drive which caters for vulnerable adults, we are currently arranging a meeting with them and to see what we can do to reduce the number of calls coming for the address.



Poplars and Hulme Ward

March 2022

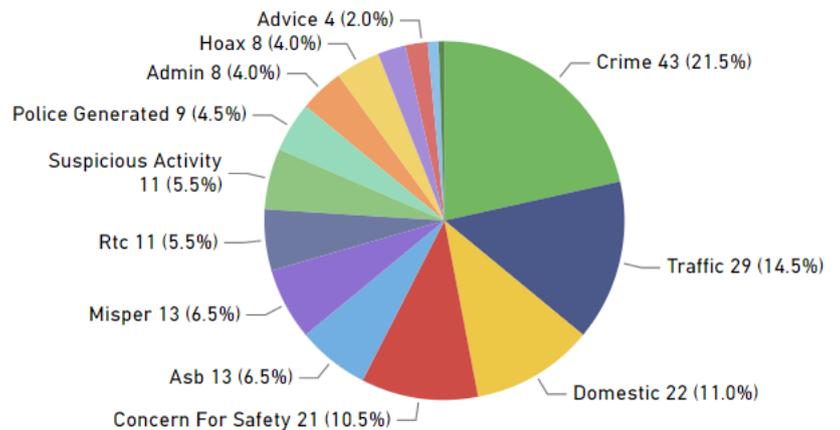
PCSO Dean Pritchard
 PC Sophie Berry
 PS Lee Hillyard

Dean.pritchard@cheshire.police.uk
 Sophie.Berry@cheshire.police.uk
 Lee.Hillyard@cheshire.police.uk

In total there have been 200 incidents recorded across the Poplars and Hulme ward. The repeat locations for the parish perimeter

Crime –

Closing Group	No. of Incidents
Admin	8
Advice	4
Asb	13
Concern For Safety	21
Crime	43
Domestic	22
Hoax	8
Misper	13
Not Recorded	1
Other	2
Police Generated	9
Public Order	5
Rtc	11
Suspicious Activity	11
Traffic	29
Total	200



What I have done

- 01/03/22 - PTAC Camera Up/ Foot patrol
- 02/03/22 _ Rixton Scene Guard
- 05/03/22 - Surgery/ Niche
- 06/03/22 - Niche
- 07/03/22 - Niche/Beaumont CSP Letters/Selecta DNA Kits given - Windermere Avenue Burglary

Agenda Item 7

07/03/22 - Intel for Grasmere bikes (photo/potential name and address) - Parking advisories given on Poplars Avenue/Buttermere Crescent
15/03/22 - Annual Leave
16/03/22 - Annual Leave
17/03/22 - Annual Leave
18/03/22 - Annual Leave
21/03/22 – Young person Nomination for Complex youths team/Tru Ninja Savills email
22/03/22 - Intel for convenience store/call backs/RTC Padgate Lane
23/03/22 - Care homes/CSP Letters

>>> BTAC

26/03/22 - Derek Avenue - SelectaDNA kits given/Surgery/Begger at shops/Orford and Pops callback.
27/03/22 - TruCam all areas/Bike pick up for Neil/Selecta DNA kits Poulton South
28/03/22 - Footpatrol/St Stephens School Visibility/ Selecta DNA kits Ulverston Av and email to housing about it

31/03/22 – Fixed penalty notice Whittaker Avenue/Several names obtained from Catterall Avenue house/Kinross Close intel gathering.

Main issue:

2-4 Catterall Avenue

There are two derelict houses owned by the council, youths have made their way inside and have damaged walls, windows, ripped radiators and sinks off the wall. The roof is damaged as they have been gaining access through there also as well as a door that has previously been boarded up but has since be ripped off by the youths. Due to accessing through the roof this is also a safety hazard. There is security that give passing attention to the property but more is needed to secure the property. I have made council aware and keep updating them on the situation.

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Winwick Parish Council

Correspondence since 22 March 2022
(or not previously reported)

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 17/03/22, 29/03/22, 01/04/22, 05/04/22, 06/04/22, 13/04/22 and 14/04/22
2. E-mails and reminders from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 18 and 25 March, 1, 8 and 14 April 2022 – 18/03/22, 23/03/22, 25/03/22, 28/03/22, 01/04/22, 04/04/22, 08/04/22, 11/04/22 and 14/04/22
3. Follow up e-mail and telephone message from Helen Buckley, Clerk & Responsible Financial Officer, Croft Parish Council, seeking advice about the arrangements for letting Council owned playing fields – 30/03/22 and 20/04/22
4. E-mails from Stop HS2 North about their campaign to prevent the construction of HS2 – 18/03/22 and 24/03/22
5. E-mail from Kevin McCready, Area Manager, Operations and Commercial Services, Warrington Borough Council, about the sowing of wild flower meadows and seeking funding from Parishes wishing to participate in the scheme – 22/03/22
6. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate), due to be advertised in the Warrington Guardian on Thursday, 31 March and 14 April 2022 – 30/03/22 and 12/04/22
7. Enquiry form and subsequent e-mails from resident, SD, about giant hogweed identified in John Parr Meadow. The matter is currently being actioned by officers under delegated powers in view of the urgency – 30/03/22 (x3)
8. Enquiry form and subsequent e-mails from resident, DL, about a gap in the double yellow lines on Myddleton Lane and a parked vehicle potentially causing an obstruction. The matter has now been reported to Warrington Borough Council via the My Warrington website – 23/03/22, 01/04/22, 16/04/22 and 20/04/22
9. E-mails from Jonathan Challis, Future Airspace Consultation Manager (MAN), Manchester Airport about the on-going engagement under Stage 2 of the airspace consultation project – 04/04/22 and 20/04/22
10. E-mail from John Dwyer, Police and Crime Commissioner for Cheshire seeking expressions of interest from organisations offering services to victims of

Domestic Abuse or Sexual Violence who might benefit from additional Government grant funding – 05/04/22

11. E-mail from PCSO Neil Brown indicating that he is due to leave his post at the end of the month to take up a role as a Police Constable with Cheshire Constabulary. PSCO Stephen Heaps and Sgt Neil Bradley will respond to any matters until arrangements are made to address the vacant position – 17/04/22
12. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Cloudy IT – technology based solutions
 - FutureForm – plastic benches
 - geViews – Planters
 - Healthmatic – modular ‘changing places’ toilets
 - Kompan – outdoor play and fitness equipment
 - Myparishcouncil – website design
 - The UK Firework Company – firework displays
 - We Find Any Learner – training opportunities

Up to date as at 20/04/22

Winwick Parish Council

Planning Matters since 22 March 2022

General Correspondence (1)

1. Invitation from Warrington resident, HM, to join the Facebook group Warrington Action Against Inappropriate Development.

Domestic Planning Applications (8)

2. Application reference: 2022/41056
Location: 99, Browning Drive, Winwick, Warrington, WA2 8XL
Description of development: Proposed single storey extension to rear to extend beyond the rear wall by 6.24m to a maximum height 2.73m and height at the eaves 2.40m (amended plans)
3. Application reference: 2022/41191
Location: 10, Mill Lane, Winwick, Warrington, WA2 0SU
Description of development: Proposed porch, rear extension and new pitched roof.
4. Application reference: 2022/41089
Location: 21, Lockerbie Close, Winwick, Warrington, Warrington, WA2 0LT
Description of development: Proposed Single storey side and rear extension and new fencing.
5. Application reference: 2022/41243
Location: Whispers, Green Lane, Winwick, Warrington, WA2 8SE
Description of development: X1 Tree, Fell to ground level and remove all arisings
6. Application reference: 2022/41229
Location: Sun House, Woburn Road, Winwick, Warrington, WA2 8UE
Description of development: Proposed installation of roof mounted solar panels
7. Application reference: 2022/41255
Location: 6, Chesterton Drive, Winwick, Warrington, WA2 8XF
Description of development: Proposed Single storey rear extension
8. Application reference: 2022/41281
Location: 1, The Priory, Winwick, Warrington, WA2 8SB
Description of development: Proposed demolition of 2 No conservatories, increase in main and subservient roof heights to incorporate front dormer to main roof and rear dormer to subservient roof and single storey rear extension
9. Application reference: 2022/41379
Location: 3, Hornby Lane, Winwick, Warrington, WA2 8LJ
Description of development: Single storey front, side and rear extension.

Non-Domestic Planning Applications (3)

10. Application reference: 2022/41359
Location: Land to the West of Omega South and South of the M62, Bold, St Helens
Description of development: Adjacent authority application for discharge of condition 11 (provision of bus stops) on approval P/2020/0061/HYB

11. Application reference: 2022/41352
Location: Unit 2, Omega West, St Helen, Zone 8
Description of development: Adjacent Authority application C/2022/0014/CON for Discharge of Conditions 56 (CEMP); 60 (Local Employment Scheme Construction); 61 (Drainage Scheme); 63 (Landscape and Ecology Management Plan); 64 (Local supplier of goods through construction); 68 (Site Investigation); 71 (Drainage Management and Maintenance); 83 (SUDS); 96 (Floor floating operations) in relation to P/2020/0061/HYB outline granted by the Secretary of State

12. Application reference: 2022/41394
Location: Unit 3, Omega West, Zone 8, St Helens
Description of development: P/2020/0061/HYBR Adjacent Authority application for Reserve Matters application seeking approval for Appearance, Landscaping, Scale and Layout for the construction of Unit 3 (B8 warehouse) and associated infrastructure at Omega West pursuant to planning permission P/2020/0061/HYBR along with details required by conditions to be submitted with reserved matters no. 48-52, 55-56, 59-60, 64-65, 72-74, 76, 78, 80-81, 90-91, 95, 97 and 98 and satisfy other relevant conditions

Up to date as at 20/04/22

Finance report to Winwick Parish Council Full Council meeting 26th April 2022

In March we have had £16.2k of income through the centre. The centre is showing a £1.17k profit for March.

At the end of the year we are showing an overall profit of £6.96k. Which is an improvement of 24,219.56 on the predicted £17.2k loss (at precept setting Jan '21). We are looking at ways to reinvest the profit into the centre to improve the provision and make the centre more energy efficient.

There has been £10.3k of expenditure against the precept in March and we currently have £16.8k of the £124.2k precept remaining. This is largely due to the election expenses being approximately half of what was budgeted and the pensions budget not being fully utilised due to RFO postponing opting in due to maternity situation.

The reserves at year end are looking to be approximately £27.5k

Additional items

- Quotes

Finishing off of LED lighting in the centre

Gents toilets - £178 – 2 LED baton lights

Managers office - £89 – 1 LED baton light

Corridors (top and bottom) - £1120 – 8 x LED panels and 3 x LED emergency light panels

Cost per fitting of £89/ baton light

Cost per fitting of £101.81/ panel (emergency panels are more expensive than regular panels but breakdown not given).

Previous retrofit cost £75/ panel/ batonlight (June 2021)

- Item updates
 - 1) Smiley face traffic monitors – following receipt of decision on this item (23/04/22) funding applications will be completed and the supporting document from the PCSO requested before he leaves.
 - 2) Anniversary event – to proceed this Friday 29th April 7:30pm.
 - 3) Jubilee celebrations – issued as a separate paper.

Payments made since those reported in the management report

Payments Leisure Centre		
14-Apr-22	Clear Brew	£129.60
14-Apr-22	Wigan Beer Co	£1,130.68
14-Apr-22	Easyflow	£27.00
11-Apr-22	Easyflow	£40.50
11-Apr-22	Wigan Beer Co	£813.49
Payments Parish		
14-Apr-22	Beechwood indust	£1,728.00
14-Apr-22	HMRC Cumbernauld	£1,230.45
14-Apr-22	Service Care	£171.34
11-Apr-22	Service Care	£288.16
11-Apr-22	DL Hannan	£740.00
Direct debits Leisure Centre		
19-Apr-22	BT GROUP PLC	£24.24
08-Apr-22	SCOTTISHPOWER	£999.00
07-Apr-22	BT GROUP PLC	£245.76
Direct debits Parish		
19-Apr-22	LLOYDS BANK PLC	£892.95
11-Apr-22	BARCLAYCARD	£201.22
05-Apr-22	XERO UK LTD	£31.20

Part 2 items:

- 1) Litter picker – decision on when to proceed needed.

Profit and Loss
Winwick Parish Council
1 April 2021 to 31 March 2022

	31 Mar 22	YTD
Income		
210 Room hire income	£4,945.00	£44,036.60
225 Buffet sales income	£0.00	£380.58
230 Bar sales income	£8,514.66	£74,940.06
231 Bar snacks income	£217.14	£2,501.99
232 Soft drinks income	£1,733.22	£13,517.02
281 Furlough Income	£0.00	£6,866.22
Copying	£0.00	£2.38
Ticket sales	£0.00	£72.00
Machine income	£0.00	£732.72
Bar tea and coffee	£758.10	£6,692.06
Field income	£62.50	£5,549.98
LC Bar till discrepancies	-£1.33	-£192.74
Total Income	£16,229.29	£155,098.87
Less Cost of Sales		
bar snacks expenditure	£69.71	£1,018.69
Beverage supplies (Coffee, milk etc)	£11.25	£3,505.90
Drink purchases (and other bar items)	£3,224.66	£29,744.75
Food costs / buffet costs	£90.00	£303.75
LC Direct Wages	£2,751.09	£27,083.56
soft drinks expenditure	£691.87	£4,765.98
Total Cost of Sales	£6,838.58	£66,422.63
Gross Profit	£9,390.71	£88,676.24
Less Operating Expenses		
Bad Debt	£0.00	£1,219.50
DJ costs, events	£0.00	£137.05
anniversary event costs	£198.80	£198.80
LC Bar & Cleaning sundries	£1,829.29	£4,495.06
LC Bottled Gas	£108.00	£1,103.05
LC Cleaning	£509.05	£7,610.68
LC consulting	£25.00	£305.00
LC Electricity (Light, Power)	£832.50	£5,622.38
LC Equipment	£263.46	£2,583.98
LC Fire extinguishers	£0.00	£405.00
LC Gas (Heating)	£541.27	£3,985.64
LC Landline telephone and Broadband	£348.35	£2,639.12
LC Rates	£800.00	£9,605.75
LC Repairs & Maintenance	£104.17	£7,961.06
LC Trade waste	£228.24	£2,362.34
tv licence	£0.00	£132.50
LC Water and Sewerage	£228.13	£3,248.88
Managers salary and NI	£1,788.91	£21,467.92
ao	£0.00	£1,165.99
recruitment costs	£8.76	£118.76
machine game duty	£0.00	£243.80
PAYE Payable	£406.05	£4,916.07
Stocktaking Services	£0.00	£180.00
Total Operating Expenses	£8,219.98	£81,708.33
Net Profit	£1,170.73	£6,967.91

Income and expenditure
Winwick Parish Council
1 April 2021 to 28 February 2022

	28 Feb 22	YTD
Income		
Precept	£0.00	£124,252.00
Total Income	£0.00	£124,252.00
<hr/>		
Less Cost of Sales		
Total Cost of Sales	£0.00	£0.00
<hr/>		
Gross Profit	£0.00	£124,252.00
<hr/>		
Less Operating Expenses		
Administration expenses	£208.25	£1,243.92
Advertising & Marketing	£0.00	-£15.00
Audit & Accountancy fees	£0.00	£1,450.00
Bank Fees	£338.34	£2,478.18
xmas tree	£0.00	£250.00
Tommys	£0.00	£385.51
Clerk's salary	£529.73	£6,356.76
Election expenses	£0.00	£2,378.94
External audit fee	£0.00	£400.00
Grass cutting	£0.00	£4,062.60
Grounds Maintenance	£162.50	£1,730.00
Insurance	£0.00	£2,495.17
Key holding contract	£0.00	£690.73
Alarms maintenance	£0.00	£500.00
Pension costs	£199.81	£2,397.72
Legal / Licencing Expenses	£0.00	£648.00
Litter Pick Costs (Shared)	£863.17	£15,726.61
Loan charges	£1,233.12	£9,695.08
PAYE Payable	£824.40	£9,981.11
Payroll	£185.00	£2,323.34
Postage	£0.00	£1.70
Playground audit and repairs	£1,548.44	£1,668.44
RFO Salary (and NI)	£2,015.08	£34,386.70
Subscriptions	£31.20	£241.20
Tree maintenance	£1,440.00	£2,360.00
Traffic management	£0.00	£500.00
Planters	£565.00	£1,010.00
Swan green, winwick park, radley common	£175.00	£2,080.00
Total Operating Expenses	£10,319.04	£107,426.71
<hr/>		
Balance of precept remaining		£16,825.29
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Winwick Parish Council
Profit or Loss sheet
1st April 2021 to 31st March 2022

	Actual	Budget	Variance	Percentage
Income				
210 Room hire income	£44,036.60	£24,000.00	£20,036.60	183.49%
225 Buffet sales income	£380.58	£1,200.00	-£819.42	31.72%
Entertainer - parties	£0.00	£0.00	£0.00	
Projector/ white board hire	£0.00	£0.00	£0.00	
Field income	£5,549.98	£4,380.00	£1,169.98	126.71%
230 Bar sales income	£74,940.06	£70,027.05	£4,913.01	107.02%
231 Bar snacks income	£2,501.99	£4,513.80	-£2,011.81	55.43%
232 Soft drinks income	£13,517.02	£12,806.10	£710.92	105.55%
Bar tea and coffee	£6,692.06	£4,851.45	£1,840.61	137.94%
260 Ticket sales income (Events)	£72.00	£0.00	£72.00	
Furlough	£6,866.22	£0.00	£6,866.22	
Copying	£2.38	£0.00	£2.38	
Bar/till discrepancies	-£192.74	£0.00	-£192.74	
275 Machine income	£732.72	£0.00	£732.72	
Total Income	£155,098.87	£121,778.40		
Less Cost of Sales				
bar snacks expenditure	£1,018.69	£1,937.10	-£918.41	52.59%
Beverage supplies (Coffee, milk etc)	£3,505.90	£2,704.44	£801.46	129.63%
Drink purchases (and other bar items)	£29,744.75	£32,658.45	-£2,913.70	91.08%
soft drinks expenditure	£4,765.98	£5,301.30	-£535.32	89.90%
Food costs / buffet costs	£303.75	£1,090.00	-£786.25	27.87%
DJs, Bouncy Castles and the like (expense)	£335.85	£0.00	£335.85	
LC Direct Wages	£27,083.56	£29,890.76	-£2,807.20	90.61%
Total Cost of Sales	£66,758.48	£73,582.05		
Gross Profit	£88,340.39	£48,196.35		
Less Operating Expenses				
Advertising & Marketing	£0.00	£0.00	£0.00	
bad debt	£1,219.50	£0.00		
DJ's bouncy castles, etc - events	£0.00	£0.00	£0.00	
LC Bar & Cleaning sundries	£4,495.06	£2,500.00	£1,995.06	179.80%
LC Bottled Gas	£1,103.05	£1,248.00	-£144.95	88.39%
LC Cleaning	£7,610.68	£9,340.00	-£1,729.32	81.48%
LC consulting	£305.00	£340.00	-£35.00	89.71%
LC Equipment	£2,583.98	£1,500.00	£1,083.98	172.27%
LC Gas (Heating)	£3,985.64	£1,500.00	£2,485.64	265.71%
Electric	£5,622.38	£3,000.00	£2,622.38	187.41%
Fire extinguishers	£405.00	£530.00	-£125.00	76.42%
AEO	£1,165.99	£0.00	£1,165.99	
Recruitment	£118.76	£0.00	£118.76	
LC Landline telephone and Broadband	£2,639.12	£1,600.00	£1,039.12	164.95%
tv licence	£132.50	£200.00	-£67.50	66.25%
LC Pension costs	£0.00	£0.00	£0.00	
LC Rates	£9,605.75	£9,000.00	£605.75	106.73%
LC Repairs & Maintenance	£7,961.06	£5,000.00	£2,961.06	159.22%
LC Trade waste	£2,362.34	£1,500.00	£862.34	157.49%
LC Water and Sewerage	£3,248.88	£2,000.00	£1,248.88	162.44%
Managers salary and NI	£21,467.92	£20,500.00	£967.92	104.72%
Games duty	£243.80	£0.00	£243.80	
PAYE Payable	£4,916.07	£5,300.00	-£383.93	92.76%
Printing & Stationery	£0.00	£30.00	-£30.00	0.00%
Stocktaking Services	£180.00	£360.00	-£180.00	50.00%
Total Operating Expenses	£81,372.48	£65,448.00		
Net Profit	£6,967.91	-£17,251.65		

Winwick Parish Council
Income and expenditure report
1st April 2021 to 31st March 2022

	Actual	Budget	Variance	Percentage
Income				
Precept	£124,252.00	£124,252.80	-£0.80	100.00%
Total Income	£124,252.00	£124,252.80		
Less Operating Expenses				
Administration expenses	£1,243.92	£250.00	£993.92	497.57%
Advertising marketing	-£15.00	£0.00		
Alarms	£500.00	£1,000.00	-£500.00	50.00%
key holding	£690.73	£900.00	-£209.27	76.75%
external audit fee	£400.00	£800.00	-£400.00	50.00%
internal audit fee	£1,450.00	£1,150.00	£300.00	126.09%
Professional fees	£0.00	£0.00	£0.00	
insurance	£2,495.17	£2,400.00	£95.17	103.97%
Subscriptions	£241.20	£330.00	-£88.80	73.09%
Signage	£0.00	£0.00	£0.00	
Training	£0.00	£0.00	£0.00	
Election expenses	£2,378.94	£5,000.00	-£2,621.06	47.58%
Grass cutting	£4,062.60	£3,100.00	£962.60	131.05%
Christmas tree	£250.00	£250.00	£0.00	100.00%
Tommys	£385.51	£0.00	£385.51	
Bus shelters	£0.00	£0.00	£0.00	
Bank Fees	£2,478.18	£1,500.00	£978.18	165.21%
Clerk's salary	£6,356.76	£6,500.00	-£143.24	97.80%
pensions	£2,397.72	£9,045.00	-£6,647.28	26.51%
Grounds Maintenance	£1,730.00	£2,000.00	-£270.00	86.50%
Flower pots	£1,010.00	£900.00	£110.00	112.22%
Legal / Licencing Expenses	£648.00	£1,000.00	-£352.00	64.80%
Litter Pick Costs (Shared)	£11,610.61	£10,000.00	£1,610.61	116.11%
Litter picker vehicle	£4,116.00	£3,500.00	£616.00	117.60%
Loan charges	£9,695.08	£8,100.00	£1,595.08	119.69%
PAYE Payable	£9,981.11	£12,000.00	-£2,018.89	83.18%
Payroll	£2,323.34	£1,500.00	£823.34	154.89%
Play equipment maintenance	£1,668.44	£1,500.00	£168.44	111.23%
RFO Salary	£34,386.70	£26,100.00	£8,286.70	131.75%
Traffic management	£500.00	£0.00	£500.00	
Tree work	£2,360.00	£0.00	£2,360.00	
Postage	£1.70	£0.00	£1.70	
Peel Hall	£0.00	£0.00	£0.00	
Special projects - activities survey	£0.00	£0.00	£0.00	
Swan green, winwick park, radley common	£2,080.00	£2,600.00	-£520.00	80.00%
Total Operating Expenses	£107,426.71	£101,425.00		
	£16,825.29	£22,827.80		
Leisure Centre support provisional figure	-6967.91	£17,251.00		
Balance	£23,793.20	£5,576.80		

Winwick Parish - Management Committee 12 April 2022

Present: Councillors J Herron (Chair), A Abbey, A Iddon and F McGinn

WPMC 52 Apologies

Apologies for absence were submitted on behalf of Councillors D Friend and G Friend.

WPMC 53 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 54 Minutes

Decision – That the Minutes of the meeting held on 8 March 2022 be agreed as a correct record.

WPMC 55 Action List

Members considered a schedule, which outlined actions and referrals from previous meetings.

Actions listed, which had been completed or which were reported verbally at the meeting as complete, would be omitted from the next update to the list.

Julian Joinson, Clerk reported that in relation to Action 2 - Litter Picker Service, the draft agreements had been agreed, but a final decision needed to be taken to proceed with the project. No date had been set to commence the new arrangements, but this should be as soon as possible. Councillor McGinn asked if any notice would need to be given to the employment agency. Officers responded that the termination clause required either notice to be given or the payment of a sum equivalent to that amount of notice. The recollection was that the minimum notice period was 20 weeks. Employment agencies usually operated this type of 'finder's fee'.

Decision – To note the schedule of actions and referrals from previous meetings, the verbal updates provided and the updates to be applied to the next list.

WPMC 56 Non-Confidential Matters Raised in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

(1) Finance Report

Clare Jones, Operations and Finance Officer, provided a report which showed

the financial position at the Leisure Centre for March 2022.

The March report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years, adjusted to take account of the impact of the pandemic, and the actual income received. Ms Jones highlighted key elements of the report.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales (£92,198.36) had been broken down over the 12 months period, based on the anticipated COVID reopening schedule. The relevant percentage and target income for each month was outlined in a table. 2021/22 actual income (also shown) would be assessed against the table provided below.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.67	6.67	6.67	6.67	6.66	6.66	10.00	10.00	10.00	10.00	10.00	10.00
Budget (£1,000s)	0.00*	3.07*	7.07	7.07	7.07	7.07	10.14	10.14	10.14	10.14	10.14	10.14
Actual (£1,000s)	0.00	3.08	7.12	9.68	9.98	11.49	11.74	8.75	6.51	9.56	8.53	11.22

*Note: Adjusted due to opening restrictions

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at March 2022, using the profile outlined above. March bar sales were above target by £1.1k (approximately 10% higher than forecast).

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at March 2022, using the profile outlined above.

The Centre had finished the year at £5.4k above the estimated bar income for the year (approximately 6% ahead of target).

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees (£24.0k), including buffet sales, had been split across the relevant months by percentage. 2021/22 actual income (also shown) would be assessed against the table provided below:-

Agenda Item 11

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.67	6.67	6.67	6.67	6.66	6.66	10.00	10.00	10.00	10.00	10.00	10.00
Budget (£1,000s)	1.60	1.60	1.60	1.60	1.60	1.60	2.40	2.40	2.40	2.40	2.40	2.40
Actual (£1,000s)	1.50	1.79	2.71	3.83	2.76	4.35	4.83	5.51	3.86	4.11	3.84	4.95

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at March 2022, using the profile outlined above.

The table showed that room hires for March had generated £2.5k more than the target figure.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at March 2022, using the profile outlined above.

The Year to Date figure was at £20k ahead of target (approximately 84% above forecast).

Field Income

Field income had also been analysed and the expected fees had been split across the relevant months by expected percentage, as per the table below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	0.78	91.33	0.78	0.78
Feet (£s)	34.55	34.55	34.55	34.55	34.55	34.55	34.55	34.55	34.55	4,000	34.55	34.55
Actual (£s)	100.0	175.0	447.5	195.0	135.0	172.5	180.0	100.0	87.50	3,882.5	12.50	62.50

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at March 2022, using the profile outlined above.

March field hire was approximately £28 above target for the month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at March 2022, using the profile outlined above.

For the Year to Date, the Centre was £1.17k ahead of target income, which was approximately 27% ahead of target.

Coffee Sales

The coffee morning sales figures were provided. These were unsurprisingly showing an improvement on 2020 figures. To put these into perspective against traditional sales levels, eg. in 2019, at the end of March the Centre had sold 72% of the cups sold in 2019 (April to March). The figures for the month of March alone were at 136% of the cups sold in 2019.

Overall Leisure Centre Position

In response to a question from Councillor McGinn, Ms Jones reported that the tail-off in bar sales in January and February was normal. The Centre had also been affected at this time of year by a general hesitancy to socialise due to a spike in COVID case numbers. Usually the pattern of target income was set using the previous years as a guide, but for 2021/22 it had not been possible to follow that pattern due to lockdown restrictions.

Councillor Iddon asked if bar prices had risen. Ms Jones responded that only the annual March increase had been applied to prices. Room hire prices would increase from 1 April 2022. Councillor McGinn asked if the Centre's prices were competitive. Ms Jones responded that a dance group paid £45 per session, but had been quoted £75 at other venues. However, some groups had found cheaper accommodation at church halls. It was believed that the Irish Club subsidised its Guinness prices from savings. However, overall the Leisure Centre was considered to be very competitive. In particular, for business room hire the Centre was recognised for its high level of customer service, as staff were always on hand to help.

Ms Jones commented that room lettings had exceeded performance targets, largely due to the efforts of the Leisure Centre Manager, Paul Wharton.

Field hire was well above target, although there was a question as to whether the fitness group would continue to use the Centre, following some complaints received about the facilities and price increase. It was acknowledged that to remedy all of the issues would significantly add to costs. For example, if exterior lighting were provided the cost would probably have to be passed on to the customer. There was no external electricity socket and previously power had only been provided outside via an extension cable. The price increase for this particular user amounted to only £2.50 per session and helped to cover the cost of grass cutting (including fuel). Overall, the price rise was not thought to be unreasonable. Signs were in place about dogs, but it would not be cost effective to police their usage of the field. Alternative locations for organised outdoor exercise were limited. For example, Winwick Park was Borough Council land and they would also seek a fee for its usage.

Tea and coffee sale were now returning to normal.

Leisure Centre Operational Issues

In response to a question by Councillor McGinn about the fencing off of the school car park, it was reported that the issue of discarded drugs paraphernalia in the vicinity was tailing off. The PCSO currently gave additional passing attention to the Leisure Centre and its car park.

The Chair reported that school traffic by the entrance lane had become a problem since the temporary barrier had been deployed. Mr Wharton commented that the barrier did not impact up the Leisure Centre trade, but it was acknowledged that increased parking on Myddleton Lane was potentially dangerous. Councillor Iddon suggested that the school should make better use of St Oswald's Church car park, which had around 12 spaces and was only a very short walk away.

Councillor Iddon asked how much of the 2021/22 year's profits were from the recovery of outstanding debts. Ms Jones reported that the profit figures did not include these amounts as they related to the previous financial year. The cash would however, show up in the Council's bank balance. Ms Jones explained that invoices issued in 2020/21 would not be included in the 2021/22 profit and loss figures. However, any debts written off would be included.

The final profit and loss figure for the Centre for 2021/22 was likely to be around £7k profit, which included the repairs and maintenance carried out. The Clerk indicated that this was a significant achievement given that the Centre had peaked at around a £30k loss a few years previously. Ms Jones commented that COVID-19 had provided an opportunity for the management team to rationalise the business.

Councillor McGinn asked if there was a list of planned repairs and whether up to £3k could be set aside each month for this. Ms Jones confirmed that there was a list of proposed projects. Priorities might include replacement of the lights in the hallway and checking the radiators and boilers. The annual boiler service was due shortly and a quote had been sought for the radiator inspections. A number of radiators were surplus to requirements and not in use. There was a tear in the Radley Suite carpet and the joints in the Countryside Suite were rather frayed. The entrance way carpet was also rather tired. The kitchen carpet was also in a poor state, but was not normally visible to the public. Councillor Iddon suggested that the façade of the Centre visible from the entrance lane should be improved. Improved corporate signage might also help. Mr Wharton mentioned the refrigeration units located on the roof. Councillor McGinn asked about the changing rooms, but these were now seldom used due to safeguarding issues and the poor state of the showers. Changing facilities could potentially be tackled as part of the 4G pitch proposals.

It was suggested that the full list of repairs be reviewed at the next Council meeting. Ms Jones added that the list should be considered by the Committee first and that any efficiency savings should be prioritised. An

outline list was available, but no financial estimates had yet been included. The intention was to tackle issues on a room by room basis.

Councillor Abbey enquired about any increases to gas and electricity costs. It was anticipated that gas prices might fall in the summer. That might be the best time to renew any business contract for energy. Ms Jones reported that the Council was currently on a variable rate contract. Prices had gone up just after Christmas with electricity doubling and gas up by 50%. She agreed to keep an eye on future prices for the best deal.

The Chair reported that a complaint had been received from a neighbour about noise from the band at lunch time, at a time when the band were not even present. Mr Wharton confirmed that the band only played until 10pm and were rarely in the Radley Suite. Usually, the practice sessions took place in the Myddleton Suite, and noise breakout was minimal. Fire doors remained closed and windows were shut. The Borough Council had checked the noise levels from time to time and had not raised any concerns. The Chair indicated that he had advised the complainant that the Radley Suite would only be used for band practice as a last resort. Ms Jones had offered to speak to the complainants if they so wished.

Additional Income

There had been no additional income recorded in March 2022.

Updates on Repairs

A quote had been obtained for replacement of the damaged Entrance carpet and Radley Suite carpet. Additional quotes would be obtained in order to comply with Financial Regulations.

Additional Items

(a) 50th Anniversary Update

The following matters were reported:-

- Replacement plaque – ordered, picked up and available to view at the meeting.
- New plaque - revised wording ascertained from Councillor Herron and plaque ordered on 8 April when picking up other plaque.
- Decorations - ordered and received - stored in a locked room in the centre.
- DJ confirmed – Ms Jones would obtain invoice, so payment could be processed to pay into bank on the day of the party (as cash payments were not made).
- Children's party advertised and sweets purchased. Some tickets had sold already.
- Buffet – Ms Jones would review the invitation list for numbers and contact KC Kitchen to finalise numbers and price.

- Invitations had been ordered for arrival on 8 April 2022 and had mostly now been send out. Ms Jones and Councillor Herron had addressed the invitations on Monday 11 April for distribution – a reply by date of 22 April had been set.
- Wristbands had been purchased and received to enable control of guests and numbers.
- Photos - Councillor Herron provided an update at the meeting. Enlargement of the old photographs of the Centre were being sourced. The resident concerned had been asked about providing these and Councillor Herron would visit him shortly.

Around 104 people had been invited, but it was known that some would be unable to attend. If there were any places remaining a reserve list was in operation.

Councillor McGinn suggested contacting the Warrington Guardian to publicise the event on their free social activities page.

(b) Jubilee Event – Initial Suggestions

The Queen's Platinum Jubilee extended bank holiday weekend would run from Thursday 2 June to Sunday 5 June 2022. The Leisure Centre was proposing two community events over this period:

- 1) Thursday 2 June 2022, 1pm to 4pm – Community Cream Tea with Bingo and Dominoes

The Centre was looking to reach out to the elderly members of the community to provide tea/coffee, sandwiches, and cakes alongside some games of bingo/ dominos, etc. It was proposed to contact the following groups, as well as advertising on Facebook (so family members could encourage participation) and on the community notice boards:

- Alexandra Care Home;
- St Oswald's Care Home;
- Ryfields retirement village;
- Creative Support;
- Warrington's wellbeing team; and
- Any other homes/community groups Councillors may want to approach.

A rough costing of £200 was envisaged, covering the bingo machine and paraphernalia, food stuffs for the sandwiches and cakes. The cost of decorations would be borne by the Sunday event (as they could be used for both dates).

The event might potentially lead to regular community gatherings for this demographic. Councillor McGinn suggested use of the community bus to provide transport to the Centre. Ms Jones noted that this might extend the reach of the event to Peel Hall and Houghton Green Wards. Mr Wharton

recalled that this type of event had proved popular on a Thursday morning under a previous Manager at the Centre.

2) Sunday 5 June 2022 – Jubilee Party

This event would require DJ/band, catering (cold buffet), and decorations.

It was likely to run from 12 noon to bar close and would need to be ticketed to control numbers. The event would need advertising on the Facebook page and on community noticeboards.

A full breakdown of costs would need to be ascertained following discussion with DJ/band and caterer. Ms Jones was currently working to obtain the likely costs.

Members considered that the use of the playing field could be encouraged for picnics over the whole of the Jubilee Bank Holiday weekend, notwithstanding the wedding event booked on Friday and Saturday. The Millennium Bar could be opened up and people could take drinks outside. However, this would be largely dependent on the weather. Mr Wharton commented that the car park was likely to be busy already due to the wedding, but the school car park might be accessible. It was noted that a resident had also asked about Jubilee events at the Centre to avoid a clash with a proposed street party on Waterworks Lane on the Saturday. The Clerk reported that advice on street parties was available on Warrington Borough Council's website, but the closure of a main route would be very difficult.

Councillor Iddon asked about Mrs Gordon's request on behalf of Winwick CE Primary School for a tree to be planted on the playing fields. The Clerk indicated that he had not yet replied to this request, but the Council had agreed to allow this and to discuss a suitable location. The Chair indicated that close to the shop would be ideal. Ms Jones noted that a Cherry Tree would be a useful addition to replace the felled tree in that location, which formed part of an avenue of trees.

Councillor Iddon asked about the proposed carving on the Ash Tree stump. Councillor Herron responded that he had not yet heard back from the artist. He would try to contact him again this week. Officers would also chase up the arboriculturist about the repairs to the broken seat at this location.

Targets for 2022/23

In line with the budgets set alongside the Precept and after reviewing the percentage split of usage/ sales the Tables below set out the proposed targets for the Centre's 3 revenue streams for the financial year 2022/23.

Agenda Item 11

Bar sales

	Apr	May	June	July	Aug	Sept
Percentage of total	4.81%	7.15%	8.90%	11.86%	10.24%	10.66%
Budget	£5,709.47	£8,487.05	£10,564.30	£14,077.82	£12,154.88	£12,653.42
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	9.75%	7.89%	7.90%	7.10%	6.93%	6.81%
Budget	£11,573.25	£9,365.43	£9,377.30	£8,427.70	£8,225.91	£8,083.47
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Room hire

	Apr	May	June	July	Aug	Sept
Percentage	5.74%	6.45%	6.90%	8.64%	6.50%	10.47%
Fee	£2,870.00	£3,225.00	£3,450.00	£4,320.00	£3,250.00	£5,235.00
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	10.17%	9.31%	9.16%	8.60%	7.74%	10.32%
Fee	£5,085.00	£4,655.00	£4,580.00	£4,300.00	£3,870.00	£5,160.00
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Field lettings

	Apr	May	June	July	Aug	Sept
Percentage	1.80%	3.15%	8.06%	3.51%	2.43%	3.11%
Fee	£94.50	£165.38	£423.15	£184.28	£127.58	£163.28
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	3.24%	1.80%	1.58%	69.96%	0.23%	1.13%
Fee	£170.10	£94.50	£82.95	£3,672.90	£12.08	£59.33
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

In general, the targets had been set low for April 2022, but were more ambitious as the year progressed.

Payments

A list of payments made since the Council meeting on 22 March 2022 was as follows:-

Direct debits Leisure Centre		
30-Mar-22	WBC NNDR	£800.00
28-Mar-22	BT GROUP PLC	£148.92
21-Mar-22	BAGNALL & MORRIS	£273.89
18-Mar-22	BG BUSINESS	£649.52
16-Mar-22	BT GROUP PLC	£23.34
Direct debits Parish		
18-Mar-22	TAKEPAYMENTS LTD	£21.60
16-Mar-22	LLOYDS BANK PLC	£100.60
Payments Leisure Centre		
04-Apr-22	Wigan Beer Co	£1,119.72
04-Apr-22	Concept Hygiene	£1,934.40
04-Apr-22	Water Plus Limited	£228.13
28-Mar-22	Clear Brew	£129.60
21-Mar-22	NLW Blinds	£125.00
21-Mar-22	Wigan Beer Co	£1,186.72
21-Mar-22	Easyflow	£13.50
14-Mar-22	Easyflow	£54.00
14-Mar-22	Concept Hygiene	£438.00
14-Mar-22	T & JT Barton	£649.49
14-Mar-22	Protive security	£600.00
Payments Parish		
04-Apr-22	DL Hannan	£120.00
04-Apr-22	Service Care	£288.16
04-Apr-22	Chsh. Pension Fund	£199.81
31-Mar-22	Service Charge	£67.05
31-Mar-22	Handling Charge	£89.20
28-Mar-22	Gardenia Gardens	£321.00
28-Mar-22	Styles	£222.00
21-Mar-22	Service Care	£257.00
21-Mar-22	HMRC Cumbernauld	£976.60
14-Mar-22	Service Care	£288.16

Decision –

- (1) To note the update report on the Leisure Centre performance, repairs, additional items and the list of payments.
- (2) To approve the project plan and costings for the 50th Anniversary Celebrations.

- (3) To approve the outline proposals for the Queen's Platinum Jubilee events.
- (4) To request that the Operations and Finance Officer provide a prioritised list of repairs and renewals for consideration by the Committee.

WPMC 57 Exclusion of the Public (including the Press)

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

WPMC 58 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Debtors

Members considered a report on debtors, both private and public sector. Most debtors were up to date with only a small number in the range 30-89 days overdue, or 90 days and over. The outstanding amounts continued to be chased up.

Clarification was provided that the fields lettings debt in respect of invoice 210206 had been written off at the Council meeting on 24 March 2022.

A number of invoices from March were now approaching the deadline and would be picked up shortly by the monitoring system if not settled.

Decision – To note the report on debtors.

(B) Employee Matters

Ms Jones reported that a new member of staff had now been recruited and was being trained up. The Leisure Centre Manager was very pleased with her performance. Her background was in social care, but she was keen to learn and had already worked a shift behind the bar. She had also shown initiative by cleaning the coffee machine when not busy.

Decision – To note the report on staffing.